



## **Seat Management Workgroup**

### **Minutes**

**Monday, December 11, 2000**

**Electronic Government Implementation Conference Room,  
Washington Building, Richmond Virginia**

**2:00 p.m.**

#### **Attendance**

##### **Members Present:**

Laverne Branch (DGS); Ed Ernouf (PDC); Steve Kelliher (VDOT); Ken Mittendorff (SC); Naseem Reza (VSP); Keith Segerson (GMU); Wayne Stafford (DOC); George Williams (UVA);

##### **Presenters, Staff, Guests, and Representatives:**

Curt Diemer (eGov-SMS); John Haynes (DynCorp); Eric Perkins (eGov); Constance Scott (eGov—SMS); Chuck Tyger (eGov-SMS);

##### **Members Absent:**

Courtney Carpenter (College of W&M); Pete Stamps (Lottery); Rick Wilhelm (Fairfax County);

#### **Welcome and Opening Remarks**

Wayne Stafford, Chairman of the Seat Management Workgroup, convened the meeting at 2:05 p.m. Eric Perkins introduced Constance Scott who will be replacing him in the Seat Management Section.

#### **TCO Guidelines Draft Discussion**

## **Chuck Tyger —Seat Management Section**

### **Discussion**

A discussion of the proposed TCO Guidelines was initiated. Chuck Tyger gave a brief history of the development of the proposed draft. The Gartner Group has granted permission to incorporate their copyrighted materials into the state Guidelines. A discussion regarding grandfathering in those agencies that have already done TCO type studies as part of various pilot seat management projects took place. Concerns were raised that the previously used methodology might not be as complete as the Gartner methodology but that the previous data could be incorporated into the Gartner methodology to provide the correct Total Cost of Ownership information in subsequent evaluations and a trend could still be determined from this.

A general discussion of current barriers to TCO took place. They were identified as; cost, available vendors, lack of guidelines and lack of information. The group also discussed their role in suggesting changes to the Seat Management contract. The need to add additional manufacturers to the contract was raised.

### **Action Items**

After some minor changes the workgroup charged the staff with finalizing the TCO Guidelines and presenting them to the full COTS committee with the recommendation of the Workgroup at the next COTs meeting.

### **Office of Seat Management Update Constance Scott — OSM Manager**

Constance Scott is filling the role of lead for the Seat Management Section and Eric Perkins has been assigned to new projects but will stay informed on the process of the Seat Management initiative. The new office is up and running and the phones and computers have been installed and the email is functioning. A website is being developed and continuing meetings with the Seat Management Vendors are taking place.

### **Next Meeting**

The meeting was adjourned at 5:10 p.m. The next meeting will be in Richmond on January 22nd at 2 p. m. in the Washington Building in the 4<sup>th</sup> floor conference room.

Respectfully Submitted,

Curt Diemer

Staff, COTS Seat Management Workgroup